

CITY OF NEWPORT

169 SW Coast Highway, Newport OR 97365



Employment Application

The City of Newport considers applicants for all positions without regard to race, color, sex, national origin, Disability, marital status, sexual orientation or any other legally protected status.

APPLICANT INFORMATION

Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
Mailing	City	State ZIP	
Phone	E-mail Address		
Date Available	Position Applied for		
Are you a citizen of the United States?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Have you ever worked for this company?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If so, when?	
Have you ever been convicted of a crime?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain	
Are you a Veteran?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, fill out attached Veterans Preference Form	

EDUCATION/PROFESSIONAL CERTIFICATIONS

High School		Address	
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/> Degree
College		Address	
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/> Degree
Other		Address	
From	To	Did you complete certification?	YES <input type="checkbox"/> NO <input type="checkbox"/> Cert.

REFERENCES

Please list three professional references.

Full Name	Relationship
Company	Phone ()
Full Name	Relationship
Company	Phone ()
Full Name	Relationship
Company	Phone ()

PREVIOUS EMPLOYMENT – LAST 10 YEARS – USE ADDITIONAL SHEETS AS NECESSARY

Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities – Use Additional Sheets as Necessary			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
DISCLAIMER AND SIGNATURE			
<i>By my signature/inserting my name below and submitting electronically, I certify that all answers and statements on the application are true and complete to the best of my knowledge. I understand that should the City learn, at any time, of any untruthful or misleading answers, my application may be rejected, my name removed from consideration, or my employment with the City terminated. I hereby authorize past/present employers and educational institutions to release information concerning my work or educational history to be used solely in determining my qualifications for this position. I hereby release the City of Newport as well as those contracted by the City from any liability or damage which may result from furnishing the information requested. The City of Newport may make copies of this authorization available to those contacted.</i>			
Signature		Date	

NOTE: Applications and/or resumes cannot be returned. The City of Newport cannot make copies. Please make necessary copies before submitting. A new application is required for each position that you wish to be considered for.

Pre-employment substance screening may be required.

An employment offer may be contingent on passing a physical examination for some position classifications.

American with Disabilities Act accommodations will be provided upon request.

The City of Newport is an Equal Opportunity Employer



CITY OF NEWPORT
169 SW Coast Highway
Newport, OR 97365
541-574-0604

RELEASE AND WAIVER

APPLICANTS NAME: _____ **DATE:** _____

Important: Please read carefully and initial each paragraph before signing.

By my signature and initials placed below, I promise the information provided in the employment application (and accompanying resume, if any) is true and complete, and I understand that any false information or significant omission may disqualify me from further consideration for employment, and may be justification for my dismissal from employment, if discovered at a later date. I agree to immediately notify the City of Newport (hereinafter referred to as the "City") if I should be convicted of a felony, or any crime involving dishonesty or a breach of trust while my job application is pending, or during my period of employment, if hired.

Initials: _____

I authorize the investigation of all statements contained in this application and accompanying resume, if any. I also authorize the City to contact my present employer (unless otherwise noted in the application), past employers, listed references and any other persons or entity with knowledge of me. I understand that if my position is one which warrants inquiry, the City may request an investigative consumer report from a consumer reporting agency that includes information as to my character, general reputation, personal characteristics, and mode of living. I understand that the investigative consumer report may involve personal interviews with my neighbors, friends, relatives, former employers, schools, and others. I also understand that under the Federal Fair Credit Reporting Act I have the right to make a written request to the City, within a reasonable time, for the disclosure of the name and address of the consumer reporting agency so that I may obtain a complete disclosure of the nature and scope of the investigation.

Initials: _____

I authorize any person, school, current employer (except as previously noted), past employer(s), and organizations named in this application form and accompanying resume, if any, and any other person or entity with knowledge of me to provide the City with any information and opinion which the City regards as useful to it in making a hiring decision. I release such persons and organizations from any legal liability in making such statements or furnishing any and all information the City may seek.

Initials: _____

I understand that this application by itself does not create a contract of employment. I understand and agree that, if hired, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD OF TIME, and may, regardless of the date of payment of my wages or salary, BE TERMINATED AT ANY TIME, subject to City ordinances, policy, and rights provided by written contract.

Initials: _____

Signature: _____ Date: _____



City of Newport Veteran's Preference Form

Under Oregon law, Veterans who meet minimum qualifications for a position may be eligible for employment preference. If you think you qualify, please read the following checklist carefully. Check the box for each item that is appropriate. If you need further explanation or have special circumstances please contact Human Resources at 541-574-0604.

This completed form and the required documentation must be submitted to The City of Newport Human Resources Department at the time you submit your application.

A. Qualified Veteran Questions: You may claim Veteran's Preference if you check at least one box in any of the four sections below and provide proof of eligibility by submitting a copy of your DD-214 or DD-215, Certificate of Release and Honorable Discharge.

ORS 408.225 (d)

- ☐ I served on active duty with the Armed Forces of the United States for a period of more than 178 consecutive days and was discharged or released under honorable conditions; or
- ☐ I served on active duty with the Armed Forces of the United States for a period of more than 178 consecutive days and was discharged or released under honorable conditions because of a service-connected disability; or
- ☐ I served on active duty with the Armed Forces of the United States for at least one day in a combat zone and was discharged or released from active duty under honorable conditions; or
- ☐ I received a combat or campaign ribbon for service in the Armed Forces of the United States.

"Active Duty" does not include attendance at a school under military orders, except schooling incident to an active enlistment or a regular tour of duty, or normal military training as a reserve officer or member of an organized reserve or a National Guard unit.

B. Qualified Disabled Veteran Questions: You may claim additional employment preference if you can check at least one box in any of the three sections below and provide proof of eligibility by submitting both of the documents listed below:

1. A copy of your DD-214 or 215, Certificate of Release and Honorable Discharge, Copy 4, and
2. A public employment preference from the United States Department of Veterans' Affairs. To order the letter call 1-800-827-1000 and request a public employment preference letter.

ORS 408.225 (b)

- ☐ I am entitled to disability compensation under laws administered by the United States Department of Veterans' Affairs; or
- ☐ I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- ☐ I was awarded the Purple Heart for wounds received in combat.

I hereby claim Veteran's Preference points and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification or dismissal, regardless of when discovered.

Print Name

Social Security Number

Signature of Applicant

Date

Position Applied for: _____

ORS 408.225-230

Preference will not be awarded without the appropriate documentation. You must submit your DD-214 or 215 in all cases. If you are claiming Disabled Veteran points, you must also submit the public employment preference letter from the Department of Veterans' Affairs. You will not receive preference without these accompanying documents.

****Preference points are allocated as follows 5 points or .05% for Veteran's Preference and 10 points or .10% for Disabled Veteran's Preference where a number system or points are used to hire candidates. Points are applied at each step of the process that would result in a disqualification for scores.**